

Classrooms for the Future/ 21st Century Teaching and Learning/

Enhancing Education Through Technology (EETT – Title IID)

Handbook 2010-11

On behalf of Governor Rendell and Acting Secretary Gluck, we congratulate you for continuing your Classrooms for the Future/ *21st Century Teaching and Learning* program through a combination of local, stimulus and federal funds. Coach funding is available through state funds for Cohort 3. You are a part of an innovative and exciting school reform program designed to change teaching and learning in Pennsylvania’s schools.

Classrooms for the Future is part of PDE’s Standards Aligned System, a comprehensive approach to support student achievement across the Commonwealth. This approach includes clear standards, fair assessments, curriculum framework, instruction, materials & resources, and interventions.

We look forward to working with you. The following is a Classrooms for the Future/21st Century Teaching and Learning/EETT handbook with professional development dates and other resources that will help you succeed as you continue your program. (The Table of Contents is hyperlinked to the specific section in the handbook).

Cohort 1–1st Funded in 2006-07 Cohort 2-1st Funded in 2007-08

Cohort 3–1st Funded in 2008-09

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Introduction

Classrooms for the Future is in the fifth year of a highly successful high school reform project designed to change instructional practice in English, math, science and social studies classrooms and increase student attendance and achievement. During the 2009-2010 school year, the program expanded into Grades 5 – 12 covering all subject areas. Participants have committed to a system-wide initiative to create technology-rich instructional settings to foster 21st Century skills and prepare students for career and college success. In order to accomplish this, district leadership at central office, in individual buildings, and the technology office in cooperation with the educational association must be involved in examining policies and practices that support teachers in taking risks to try new tools and instructional strategies. Participants are also committed to intensive professional development for teachers and instructional technology coaches and participation in evaluations and other CFF program activities. This handbook outlines specific information. This landmark program is historic in terms of both educational technology and large-scale high school reform and will become a model for other states to replicate initially for high school reform and then moving down the grades to encompass grades 5 – 12 and all subject areas. Pennsylvania is the first state to combine “smart” classrooms and laptop computers in secondary English, math, science and social studies classrooms, and extensive professional development for all teachers.

Communication

Communication is an important aspect in the success of the Classrooms for the Future/21st Century Teaching and Learning implementation. We recommend that each district establish an implementation team that meets regularly. Suggested members are: senior central office staff, curriculum director, principals, technology director, instructional technology coach, school librarians, lead teachers, and custodial staff. In order to facilitate communication outside of the district, each district will be expected to identify a key district contact person to interface with PDE (the CFF/21st CT&L Project Manager) and a contact person to interface with your selected vendor. PDE and vendor communication will be channeled through these people, and they are expected to communicate with the internal implementation team.

**Key District Contact**The PDE Liaison or district CFF/21st CT&L Project Manager is the person who represents the district to PDE for the Classrooms for the Future and EETT projects. This person’s role is to be the point of contact for the project with PDE, to be involved in every aspect of the project and is responsible for periodic reports required as part of the grant. This person is also responsible for communication within the district. Every district must have a PDE Liaison or district CFF Project Manager. *The Key District Contact can* ***not*** *be the coach*.

**Listservs**

Listservs have been established for Classrooms for the Future/21st Century Teaching and Learning/EETT participants; they are hosted by the Capital Area IU.  Your district leadership team members will be assigned to a listserv according to their role. There are lists for Superintendents, Principals, Curriculum Directors, Technology Directors, Instructional Technology Coaches and Data Collectors (for evaluation).

You may only send messages to the lists to which you belong. Therefore, step one is to join the list.

To join a listserv:   
Send an email from your desired account to: [listserv@mailinglist.caiu.org](mailto:listserv@mailinglist.caiu.org)   
In the body, type:

subscribe *listname* yourfirstname yourlastname

Example:

Subscribe cffcoaches John Doe

TIP: DO NOT add punctuation or other grammar. This is read by the computer, and it needs certain syntax.

Posting to the list:

If you want to send a message to the lists (that you subscribe to), the following addresses must be used:

[CFFSUPERS@MAILINGLIST.CAIU.ORG](mailto:CFFSUPERS@MAILINGLIST.CAIU.ORG) – Superintendents' list

[CFFPRINICPALS@MAILINGLIST.CAIU.ORG](mailto:CFFPRINICPALS@MAILINGLIST.CAIU.ORG)  - Principals' list

[CFFCURR@MAILINGLIST.CAIU.ORG](mailto:CFFCURR@MAILINGLIST.CAIU.ORG) – Curriculum directors' list

[CFFTECH@MAILINGLIST.CAIU.ORG](mailto:CFFTECH@MAILINGLIST.CAIU.ORG) – Tech directors' list

[CFFCOACHES@MAILINGLIST.CAIU.ORG](mailto:CFFCOACH@MAILINGLIST.CAIU.ORG) – Coaches' list (Fixed coaches)

[CFFDATA@MAILINGLIST.CAIU.ORG](mailto:CFFDATA@MAILINGLIST%3ECAIU.ORG) – Data collectors' list

[CFFSOCIALSTUDIES@MAILINGLIST.CAIU.ORG](mailto:CFFSOCIALSTUDIES@MAILINGLIST.CAIU.ORG) – Social Studies list (for teachers and coaches)

[CFFMATH@MAILINGLIST.CAIU.ORG](mailto:CFFMATH@MAILINGLIST.CAIU.ORG) – Math list (for teachers and coaches)

[CFFSCIENCE@MAILINGLIST.CAIU.ORG](mailto:CFFSCIENCE@MAILINGLIST.CAIU.ORG) – Science list (for teachers and coaches)

[CFFENGLISH@MAILINGLIST.CAIU.ORG](mailto:CFFENGLISH@MAILINGLIST.CAIU.ORG) – English list (for teachers and coaches)

IMPORTANT: If you send a message to the group, everyone on the list will see it.  *Please remember if you don't intend for the whole group to see your response, please do not reply to the message, but to the individual originator.* This is an excellent way for you to get questions answered by other project participants. We recommend that all participants of listservs have a signature file which includes their email address to enable direct response when necessary.

**Key PDE Personnel**

CFF Project Manager

Holly Jobe

Pennsylvania Department of Education

333 Market St

Harrisburg, PA 17126

717-214-9393

[c-hjobe@state.pa.us](mailto:c-hjobe@state.pa.us)

CFF Administrative Assistant

Bethany Rohler

717-732-8400

[brohler@caiu.org](mailto:brohler@caiu.org)

CFF Secretary

717-214-9755

Professional Development

Professional Development is the most vital element and the key to success for the Classrooms for the Future/21st Century Teaching and Learning/EETT program. All participants are encouraged to participate in and use professional development experiences to integrate the technology appropriately by adopting practices that regularly integrate technology with teaching and learning, adopting technology-integrated program management practices where appropriate, and ensuring the commitment and endorsement of all CFF/21st CT&L/EETT teachers.

Coaches – All Cohorts

For the 2010-11 school year, participating cohort 3 CFF/21st CT&L schools will be eligible for a part-time instructional technology coach. The role of the instructional technology coach is to support teachers to effectively integrate the laptops and CFF equipment into their daily lessons. The Instructional Technology Coach job description and additional information is available on the PDE webpage at: <http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS_0_267219_221275_0_0_18/year2-CFF%20Coach%20Job%20Description1.doc>

Instructional Technology Coaches involved in Classrooms for the Future/21st Century Teaching and Learning/EETT are hired to work with classroom teachers as they integrate instructional technology into their classrooms. All instructional technology coaches will be required to complete a training program. The ultimate outcome is for teachers to employ effective strategies and multiple technologies to reach all students and to enhance their learning. Classrooms for the Future/21st Century Teaching and Learning/EETT coaches will be equipped to assist teachers meet this outcome. School districts collaborate with PA Department of Education staff as they recruit, select and hire coaches who currently hold an Instructional I or II certificate (CSPG #1) or a certificate for Instructional Technology Specialist (CSPG #78).

Districts are encouraged to utilize an instructional technology coach who has participated in CFF professional development in previous years. If you do not have a person on staff that you would like to recommend, there are other options:

* Contact other districts in your region that are a part of Classrooms for the Future/21st Century Teaching and Learning and consider pooling your money and sharing a coach with them.
* Contact your IU and collaborate with them to provide a coach.
* Encourage people in your region such as retirees to submit their resume and cover letter.

Cohort 3 CFF Districts will be allocated $25,000 for instructional technology coaches for each high school. The coach may serve other schools in the district as needed, however allocations are based on the number of high schools in the district.

There are several choices for hiring an instructional technology coach:

* Share a full time instructional technology coach with another district (part time).
* Hire a substitute to release a teacher to be a part time instructional technology coach.
* Pool your money and contract with your IU to provide a part-time instructional technology coach.

You may also augment the grant money with local funds to hire a full time substitute to release a teacher to be a full time instructional technology coach.

Instructional technology Coaches will work under district agreements for 10 months and may be asked to attend some summer workshops.

**Coach Applicants**

* All instructional technology coach applicants’ cover letters and resumes must be submitted to PDE for approval – email to [ra-c4f@state.pa.us](mailto:ra-c4f@state.pa.us).
* Job descriptions and interview questions will be sent to your CFF contact person.
* Districts will conduct final interviews and hire the instructional technology coach. We recommend that the instructional technology coach report to the high school principal.

**Required Certification**

School districts will collaborate with the PA Department of Education to recruit, select and hire Classrooms for the Future instructional technology coaches, who currently hold an Instructional I or II certificate or an Instructional Technology Specialist certificate. Classrooms for the Future instructional technology coaches will also complete a training program.

Institutions of Higher Education that offer the ITS certification are working with CFF instructional technology coaches to credit them with work performed as a CFF instructional technology coach towards completion of the ITS certification requirements. Additional information is available at: <http://CFFITS.wikispaces.com>

**Coach Funding Uses**

Allowable Uses of the $25,000 for the CFF instructional technology Coach:

* Long term substitute salary and benefits
* Consultant salary
* Contract with IU
* Extra duties for the instructional technology coach, ie: professional development activity beyond the regular school day
* Summer activities – professional development
* Summer activities – materials and lesson development
* Registration and travel for the instructional technology coach to attend state and national conferences
* Travel expenses for CFF activities
* Summer institute for other teachers

Not Allowable uses of the instructional technology Coach money:

* Furniture
* Equipment and supplies
* For other Teachers, expenses, substituting expenses

**Financial Reconciliation (Final Expenditures)**

An end of year report must be submitted by August 31, 2011. You will receive a link for entering your budget and actual expenditures regarding the coach position.

**Coach Funding through CAIU**

Funding for Cohort 3 instructional technology coaches will be available through the CAIU for the amount of $25,000.

Please send two invoices for $12,500 each.

- The first invoice should be sent after November 1, 2010 and before December 31, 2010

- The second invoice should be sent after March 1, 2011 and before June 30, 2011

- District invoices to read: "CFF/21st Century Teaching and Learning with Technology Coach - Partial funding of $12,500 per building".

- Districts should send the invoices to:

Capital Area Intermediate Unit

Attn: Tracy Sheaffer

55 Miller St.

Enola, PA 17025-1640

   - Funds will be sent as part of their regular check runs.

**Coaches’ Equipment**

Districts will be responsible for providing a Classrooms for the Future teacher laptop computer to coaches. (It must have the software that students and teachers will be using in the program.)

**Coaches’ Boot Camp** – **ALL COHORTS** and EETT INSTRUCTIONAL TECHNOLOGY COACHES

There will be a three-day coach boot camp session for all schools that have participated in the Classrooms for the Future/21st Century Teaching and Learning or EETT programs from 2006-10.

**This Boot Camp is required for CFF Cohort 3 and EETT Instructional Technology Coaches.**

The session will be held November 9-11, 2010 at the Hershey Lodge

Registration information is available at: [http://www.solutionwhere.com/pattan/cw/showcourse.asp?1515](https://webmail.state.pa.us/OWA/redir.aspx?C=1255e16c0ee346b8bef0f9ee9559be5f&URL=http%3a%2f%2fwww.solutionwhere.com%2fpattan%2fcw%2fshowcourse.asp%3f1515)

Deadline for registration is October 8, 2010

PDE will not be submitting a rooming list to the Lodge for your overnights. All coaches will be required to make their overnight reservation at the Lodge. A room block has been set aside for our group, and overnights will be billed to the master account. To make your reservation, please call (717) 533-3311 or 800-533-3131 prior to October 8, 2010. Please identify yourself as part of the 21st Century Teaching and Learning Boot Camp room block. You will be required to give the hotel credit card information to hold your room, but your credit card will not be charged for your overnights. Your credit card will only be charged for any incidentals you wish to purchase. Accommodations are available after 4:00pm on arrival day and reserved until 11:00am on departure day.

We look forward to working with the instructional technology coaches and to helping them support your teachers as they transform their classrooms. They will be learning about effective coaching techniques, specific technology skills, and collaborating with other instructional technology coaches to locate resources for teachers. Act 48 hours will be provided.

Instructional technology Coaches are required to bring a wireless laptop computer and a headset to the training.

**Coach Logs**

Instructional technology coaches in cohort 3 and EETT are required to keep a log of their activities during the year. All coaches are strongly encouraged to utilize the coach log to document and reflect upon their coaching activities. Specific instructions will be made available to coaches serving in CFF/21st CT&L/EETT programs.

**IU TIMs**

Support for CFF/21st CT&L/EETT instructional technology coaches is provided through regional Intermediate Unit Technology Integration Mentor (IU TIM). An IU TIM acts as a support and resource for the *Classrooms for the Future* (CFF) and EETT coaches and provides sustainable support for Governor Rendell’s landmark high school reform project.

The IU TIM develops a professional learning community for all CFF/21st CT&L/EETT instructional technology coaches within their respective IU. In this non-supervisory role, the IU TIM mentors and supports instructional technology coaches as they support teachers to deliver data-driven, technology enhanced lessons in their schools. Focusing on instructional technology coaches’ strengths, the IU TIM collaborates with the CFF/21st CT&L/EETT instructional technology coaches in their efforts to help teachers transform classrooms into 21st Century, authentic, differentiated, learner-centered environments. The IU TIM understands the connections between/among CFF/21st CT&L and other PDE school reform projects.

The PA IU TIMs provide regional leadership activities for Classrooms for the Future/21st Century Teaching and Learning/EETT schools by visiting schools, hosting local meetings and facilitating regional trainings. They are the first point of contact for CFF/21st CT&L/EETT instructional technology coaches who may need assistance and will work with the PDE mentors to support the program in their region.

**The following is a list and contacts for the IU TIMS:**

|  |  |  |
| --- | --- | --- |
| IU | Name | Email Address |
| 1 | Stephanie Kline | [klines@iu1.k12.pa.us](mailto:klines@iu1.k12.pa.us) |
| 2 | Peggy Shields | [mshields1@pghboe.net](mailto:mshields1@pghboe.net) |
| 3 | Kevin Conner | [kevin.conner@aiu3.net](mailto:kevin.conner@aiu3.net) |
| 4 | Scott Powner | [scott\_powner@miu4.k12.pa.us](mailto:scott_powner@miu4.k12.pa.us) |
| 5 | James Gallagher | [jgallagher@iroquois.iu5.org](mailto:jgallagher@iroquois.iu5.org) |
| 5 | Katy Wolfrom | [katy\_wolfrom@iu5.org](mailto:katy_wolfrom@iu5.org) |
| 6 | Ken Pruitt | [kpruitt@riu6.org](mailto:kpruitt@riu6.org) |
| 7 | Cynthia Shaffer | [cshaffer@wiu.k12.pa.us](mailto:cshaffer@wiu.k12.pa.us) |
| 8 | Brenda Calhoun | [bcalhoun@iu08.org](mailto:bcalhoun@iu08.org) |
| 9 | Tanya Dynda | [tdynda@iu9.org](mailto:tdynda@iu9.org) |
| 10 | Edward Catherman | edcatherman@cliu10.com |
| 11 | Justine Kobeski | [jkobeski@tiu11.org](mailto:jkobeski@tiu11.org) |
| 12 | Ann Johnston | [amjohnston@iu12.org](mailto:amjohnston@iu12.org) |
| 13 | Dave Solon | [david\_solon@iu13.org](mailto:david_solon@iu13.org) |
| 14 | Rob Lipton | [roblip@berksiu.org](mailto:roblip@berksiu.org) |
| 15 | Cheryl Capozzoli | [ccapozzoli@hannasd.org](mailto:ccapozzoli@hannasd.org) |
| 16 | Mike Matukaitis | [academy@csiu.org](mailto:academy@csiu.org) |
| 17 | Alanna Van Fleet | [avanfleet@iu17.org](mailto:avanfleet@iu17.org) |
| 18 | Suzanne McCabe | [smccabe@liu18.org](mailto:smccabe@liu18.org) |
| 19 | Anne Chervanka | [achervanka@iu19.org](mailto:achervanka@iu19.org) |
| 20 | Heather Brown | hbrown@ciu20.org |
| 21 | Cathy Enders | [endersc@cliu.org](mailto:endersc@cliu.org) |
| 22 | Pamela Newman | [pnewman@bucksiu.org](mailto:pnewman@bucksiu.org) |
| 23 | Kendall Glouner | kglouner@mciu.org |
| 24 | Kim Breuninger | [kimb@cciu.org](mailto:kimb@cciu.org) |
| 25 | Anne Mosakowski (new TBD) | [amosakowski@dciu.org](mailto:amosakowski@dciu.org) |
| 26 | Paula Don | pdon@phila.k12.pa.us |
| 27 | Lori Ceremuga | [lbc@bviu.org](mailto:lbc@bviu.org) |
| 28 | Lori Rodgers | [lori@iu28.org](mailto:lori@iu28.org) |
| 29 | Evelyn Wassel | [dewassel@comcast.net](mailto:dewassel@comcast.net) |

**PDE Coach Mentors**

A Pennsylvania Department of Education (PDE) Mentor supports the Classrooms for the Future/21st Century Teaching and Learning/EETT initiative building both capacity and sustainability for the CFF/21st CT&L/EETT program. The PDE Mentor models the mentoring process for the IU TIMs. The PDE Mentor fosters a professional learning environment for all members and partners of CFF. In this non-supervisory role, the PDE Mentor acts as a critical friend by providing assistance, structure, and guidance to IU TIMs in support of the CFF/21st CT&L/EETT goals, when and where needed. PDE Mentors work with individual instructional technology coaches in collaboration with IU TIMs or upon PDE's request.

The PDE Mentor collaborates with the IU TIMs in their efforts to help teachers transform classrooms into 21st Century, learner-centered environments that are authentic and relevant to students. The PDE Mentor is an active listener who respects confidentiality and models effective relationship building.

A PDE Mentor collaborates with IU TIMs regularly to determine the best methodology to support the IU TIMs efforts. A PDE Mentor communicates regularly with the CFF Project Manager, vendors, and IU TIMs through face-to-face meetings, conference calls, webinars, telephone calls, and e-mail to ensure that schools successfully plan, implement and monitor their CFF programs.

A PDE Mentor is the first point-of-contact for the IU TIMs when there is a question or concern related to CFF.

PDE Mentors provide leadership for CFF coach professional development (PD) throughout Pennsylvania. PDE Mentors participate with the PDE Coach Collaborative Board. They actively engage the coach community to determine PD needs. They design and implement CFF coach PD opportunities provided by PDE, including, but not limited to, face-to-face workshops, webinars, and written materials.

**PDE Coach Mentors 2010-2011**

Beth Cornell                                                       Virginia Glatzer

IUs 10, 14, 16, 17                                               IUs 20, 21, 22, 23

[bcornell17111@yahoo.com](mailto:Bcornell17111@yahoo.com)                               [vglatzer@infostweb.com](mailto:vglatzer@infostweb.com)

717-576-9070 cell                                              215-750-6018

Madeline Keri                                                     Joanna Mangiapane

IUs 1, 6, 8, 10                                                     IUs 2, 3 (cohort 1 only), 4, 5, 27

[madelinekeri@gmail.com](mailto:madelinekeri@gmail.com)                         [jam@tietool.com](mailto:jam@tietool.com)

814-442-4787 cell                                     412-398-5034 cell

Anne Mosakowski                                      Jim Gates

IUs 24, 25, 26                                                     IUs 11, 12, 13, 15

[amosakowski@gmail.com](mailto:amosakowski@gmail.com)                                 [jgates513@gmail.com](mailto:jgates513@gmail.com)

610-721-4825 cell                                              717-773-6526 cell

Ralph Maltese                                                    Diane Chessman

IUs 18, 19, 29                                                     IUs 3 (cohorts 2 and 3), 7, 9, 28

[ralph.maltese@gmail.com](mailto:ralph.maltese@gmail.com)                                 [dianechessman@gmail.com](mailto:dianechessman@gmail.com)

215-688-7296 cell                                           412-580-9413 cell

Matt Dancho

IU 3

[mjdancho@gmail.com](mailto:mjdancho@gmail.com)

724-681-7455

**Webinars for Instructional technology coaches**

Throughout the year, there will be many opportunities to participate in free webinars aimed at topics of interest to instructional coaches. Watch the cffcoaches listserv for upcoming events.

**Face-to-Face events throughout the year**

Pre-conference workshop for CFF/21st CT&L/EETT Instructional Technology Coaches at PETE&C Conference, Hershey (All Cohorts)

Saturday, February 12, 2010 from 12 – 5 PM at the Hershey Lodge and Convention Center.

Pre-conference workshop for CFF/21st CT&L/EETT Administrators at PETE&C Conference, Hershey (All Cohorts) Sunday, February 13, 2011 from 9 to 4 with an hour for lunch at the Hershey Lodge and Convention Center.

Pre-conference workshop for CFF/21st CT&L/EETT Administrators and instructional coaches at PSU 1:1Conference (All Cohorts), Monday, April 18, 2011 at State College.

PSU 1:1 Computing Conference: For more information - [PSU 1:1 Conference](#PennState).

Librarians and instructional technology Coaches Meeting – PSLA April 28, 2011, State College (All Cohorts)

In conjunction with the annual PSLA (Pennsylvania School Librarians Association), CFF/21st C T&L school librarians and CFF/21st CT&L/EETT coaches will be invited to a preconference meeting to discuss the role of the high school librarian working with the instructional technology coach in the Classrooms for the Future project. The ½ day event will be held April 28 from 8:30 to 11:30 at State College. CFF/EETT coaches and High School Librarians are invited. Registration will be provided prior to the event.

Capitol Day, May 9 or 16, 2011 (All Cohorts)

The PDE will be hosting a Classrooms for the Future/21st CT&L/EETT Student Technology Showcase in the East Rotunda of the State Capitol Building. The purpose is to have students share their work using technology in their classrooms to legislators and their staffs. Please encourage your teachers and students to share their work using technology with PA legislators. This year’s event will be held is Monday, May 9 or 16, 2011 from 10:00 – 2:00. Mark your calendar. Registration and guidelines will be forthcoming.

Evaluation

**Evaluation – All Cohort Groups and EETT**

Evaluation of the 21st Century Teaching and Learning Initiative and EETT provides critical indicators that help educational leaders steer the program and provides important information to the legislature to guide the expenditure of funds. Longitudinal reporting by the evaluation project provides PDE and the legislature with a picture of how teaching and learning have changed over time as a result of the program. This year’s evaluation focuses on the long-term impact of the program. The evaluation project is being conducted by a team spanning several institutions of higher education, under the direction of Dr. Kyle Peck and Robin Clausen at Penn State University.

The evaluation of a complex initiative such as the 21st Century Teaching and Learning Initiative and EETT is a significant undertaking with multiple goals. The Evaluation Report describes:

The impact of the initiative on teaching practice

The impact of the initiative on student activity

The impact of the initiative on teacher attitudes

The impact of the initiative on student attitudes

Factors that appear to be enhancing or limiting the initiative's impact

This year’s evaluation will focus on answering the research questions using quantitative methods to extend our understanding of the long-term impact of the program. **There will only be one data collection window occurring in Spring of 2011**. Data collected by district personnel include three very important evaluation data sources, the PATI Survey, and the 21st Century Teaching and Learning Initiative Surveys and Observation, which are described below.

1. PATI (Pennsylvania Technology Inventory):

ALL teachers and administrators participating in the CFF/21st Century Teaching and Learning Initiative/EETT are required to respond to the annual PATI survey to help establish and maintain important baseline data about technology access and use in PA. Questions focus on the changes in instructional practice, gains in student achievement, trends in the development of 21st Century Skills among students, and the professional development provided to teachers.

Think of the PATI as providing the broader picture of technology use within a school and the CFF/21st Century Teaching and Learning Initiative/EETT teacher surveys as looking at specific areas within participating classrooms. Both are essential in determining the overall impact. The Evaluation project has worked closely with individuals from PATI so that the CFF/21st Teaching and Learning Initiative Surveys are complementary to the PATI survey rather than redundant to it. The PATI survey asks for teachers to enter their CFF/21st Century Teaching and Learning initiative/EETT Evaluation IDs, so that the data from the two surveys can be combined during analysis, rather than repeating questions on both surveys.

1. Classroom Observations:

Two teachers in each school are randomly selected by the Penn State evaluation project to be observed twice a year over the course of the grant. Each participating school will name a data collector and will enter the name and contact information (phone number and email address) of that person into the evaluation database using the Evaluation Dashboard at <http://cff.psu.edu>, which is described below.

Data Collectors will observe teaching in selected classrooms, using the CFF/21st Century Teaching and Learning Initiative/EETT Observation form and will send data to the evaluation team. We are using a web-based form developed and hosted by the Penn State University’s Survey Research Center to collect data from the observations. Data Collectors with access to the Internet while conducting the observations may enter their observations online as they observe each teacher, while data collectors without internet access will need to record their observations on the paper form while in the classroom, and then upload the data using the web form at a later time.

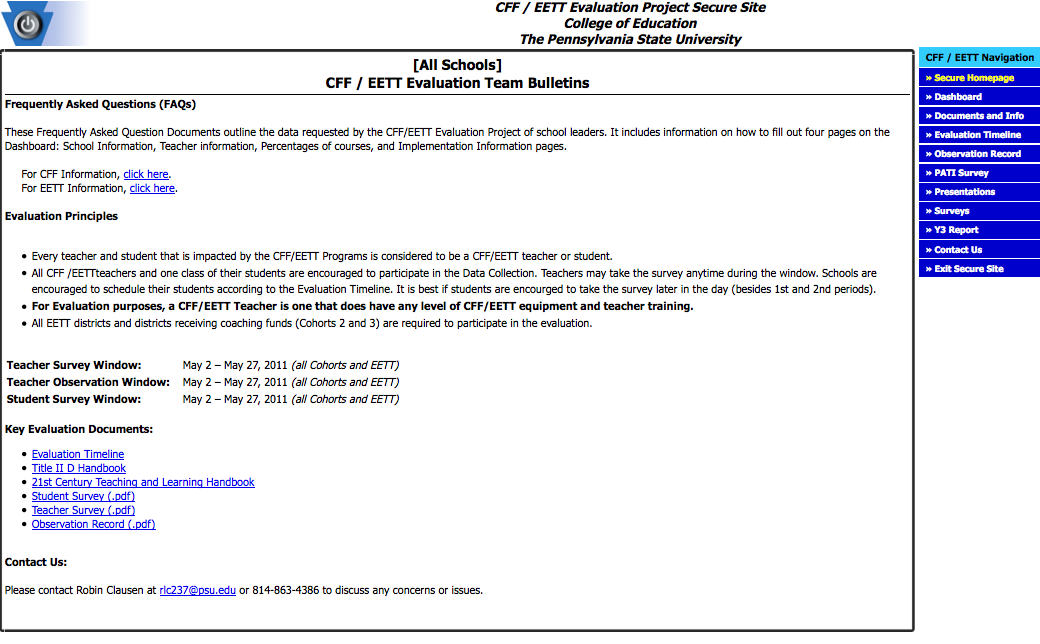
1. Teacher and Student Surveys

Online Teacher and Student surveys will be administered only once near the end of the school year. All participating teachers and students are asked to respond to the CFF/21st Century Teaching and Learning/EETT surveys that are online and hosted at the Pennsylvania State University’s Survey Research Center. School Administrators are asked to spread the implementation of the survey across the whole school day so as to help prevent such implementation issues as server overload. Please remind each teacher of his or her Evaluation ID when you send the survey invitation letter. Access to the survey is provided on public side of the Dashboard, at <http://cff.psu.edu>.

1. How to Use Evaluation Dashboard: <http://cff.psu.edu>

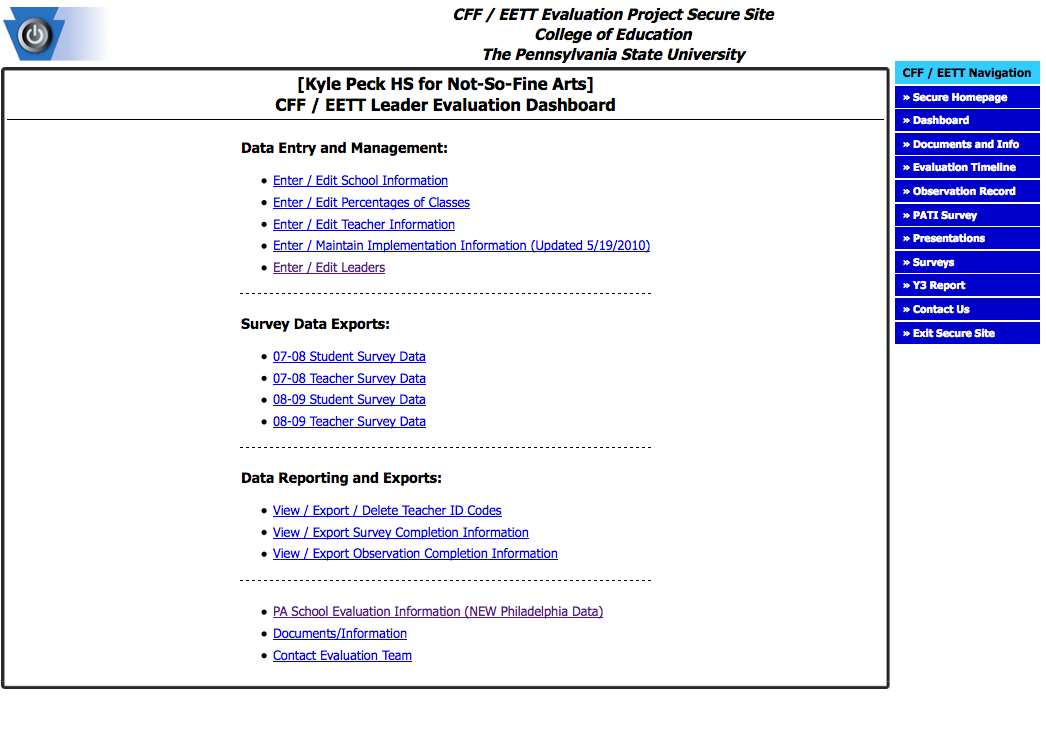
The Evaluation Dashboard is the management tool used by both the evaluation team and the districts to coordinate the Evaluation. Locally, the Dashboard is a tool that enhances school level understanding of progress toward cooperation with the goals of the evaluation. At the state level, the dashboard enhances communication and monitoring between the districts and the evaluation project.

On the homepage (<http://cff.psu.edu>), the logon link that allows school leaders access to the protected parts of the evaluation system is in the upper right hand corner of the webpage. If you have used the dashboard in previous years, your logon credentials are the same as last year. As seen in the screenshot below, after you login you can navigate directly to the Dashboard using the "Dashboard" link on the right, or choose among the other options: Documents and Information, Evaluation Timeline Observation Record, PATI Survey, Presentation, Surveys, our most recent Evaluation report, or a Contact Us page. Additional information is available on the secure homepage under the FAQ section.



On the Dashboard, you can enter or edit school information, enter the percentages of classes that are impacted by the program, enter teacher information, and enter implementation data. In the screenshot below we see the layout of the Dashboard. The evaluation project also provides districts with school level data on their teacher and student responses, which are available through online reports in the Survey Data Exports Section.

The Evaluation Schedule, showing all evaluation-related activities and when they are to be conducted, is shown below, as the last page of this section of the Handbook.



Evaluation Schedule 2010-11

|  |  |  |
| --- | --- | --- |
| Step 1 | October 30, 2010 | Project Managers maintain implementation and related information on the Dashboard. |
| Step 2 | March 1 – May 13 2011 | Instructional Phase of the Pennsylvania Technology Inventory (PATI) is open. Project Managers remind teachers of their 21st Century Teaching and Learning Initiative Id, as they will be asked for that information on the survey. |
| Step 3 | TBD | Webinars hosted by Penn State and PDE refresh district personnel on the responsibilities involved in the 2010 – 2011 CFF/EETT Evaluation. |
| Step 4 | April 25 – May 27 2011 | The Project Manager reminds the Teachers of their need to complete the Teacher and Student CFF/EETT Surveys and reminds them of their CFF/EETT Teacher ID numbers. |
| Step 5 | May 2 – May 27 2011 | Teachers and Students take the online surveys and the PSU Team posts real-time updates indicating which teachers and students have taken the surveys. The Principal monitors participation, ensuring that all surveys are completed during the designated window. |
| Step 6 | May 2 – May 27 2011 | The Data Collector conducts the classroom observations, the PSU Team posts real-time updates indicating which observations have been completed, and the Principal monitors participation, ensuring that all observations are completed in the designated window. |
| Step 7 | June 3, 2011 | Project Managers maintain implementation and related information on the Dashboard. |
| Step 8 | Summer, 2011 | The Evaluation team analyzes the data and develops an CFF/EETT report to PDE. |
| Step 9 | October 30, 2011 | Project Managers maintain implementation and related information on the Dashboard. |

http://cff.psu.edu/images/spacer.gif

Evaluation Questions

For General Evaluation or Dashboard Questions:

Contact: Robin Clausen, Co-Director, Evaluation Team, [rlc237@psu.edu](mailto:rlc237@psu.edu) or by phone at: 814-863-4386.

For Technical Questions about the CFF Surveys and CFF Observations:

Contact: Penn State Survey Research Center, [cff@survey.psu.edu](mailto:cff@survey.psu.edu) or by phone at 800-648-3617

PATI Survey

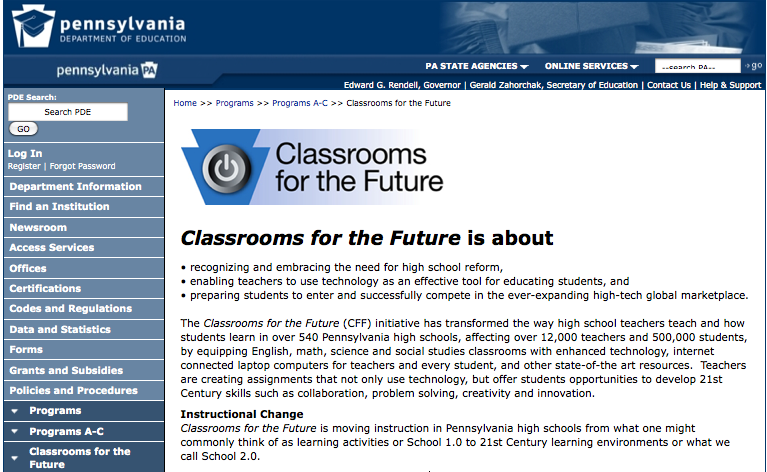
For all Questions about the PATI Survey:

PDE at [ra-pati@state.pa.us](mailto:ra-pati@state.pa.us) for general information OR

Metiri at [support@metiri.com](mailto:support@metiri.com)for technical questions

Classrooms for the Future website

The Classrooms for the Future website on the PDE Website <http://www.portal.state.pa.us/portal/server.pt/community/classrooms_for_the_future_%28ed_hub%29/8911>



Equipment Contracts

There are a variety of funding sources for CFF/21st C T&L equipment: local, PA-PACT funds and Title IID EETT (Enhancing Education Through Technology) funds. Schools may purchase equipment using any of these funds from the CFF equipment contract for grades 5-12, however, districts are NOT required to purchase from the CFF equipment contract. For equipment lists and pricing, check the Vendor Partnership page on the CFF website:

<http://www.portal.state.pa.us/portal/server.pt/community/vendor_partnership/8918>

Districts may choose to purchase either MAC or PC; or both. If you choose both options, you must purchase a full classroom package. You may not “mix and match”.

State, Federal and district funds may be used to purchase equipment off the Classrooms for the Future contract. Districts are not required to purchase from the contract.

In order for the supplier to be able to install equipment in a timely manner, districts will be asked to communicate their intent to purchase equipment from the contract to the selected vendor as soon as possible.

**Site Readiness Checklist (for vendors)**

Districts are requested to complete a Site Readiness Checklist which will provide clarification of school readiness requirements for effective and efficient implementation at each participating school. A checklist and guide are available at [Ed Hub - Vendor Partnership Documents](http://www.portal.state.pa.us/portal/server.pt/community/vendor_partnership/8918)  that will be used by the Vendor Project Team to prepare for the implementation of the project at your school.

The checklist is a review of the building, existing network infrastructure, number of Teachers & Students participating, school contacts, and other pertinent information. There are explanations within each section of the guide designed to answer questions prior to the completion of the checklist. Your thorough review and subsequent completion of the checklist will facilitate the implementation.

Once you have reviewed the guide and completed the spreadsheet, it should be provided to the Apple and/or CDW•G Project Manager as soon as possible in electronic form. Please be sure to print a copy for your records and for review as needed during the implementation project.

If you have more than one school, it is important to complete a separate sheet in the spreadsheet for each building participating.

**Actions**

1. Review the overview document and the checklist with members of your team.
2. Complete the excel spreadsheet checklist using a new sheet for each separate school location in your district rollout.
3. Review district and install team responsibilities at the end of the guide.
4. Contact your appropriate vendor representatives with questions as early as possible.

**Vendor Classroom for the Future sites**

* 1. Apple’s CFF Website: <http://web.mac.com/applecff/iWeb/applecff/Home.html>
  2. CDW•G’s CFF Website: [www.cdwg.com/paclassroomsforthefuture](http://www.cdwg.com/paclassroomsforthefuture)
  3. DGS Website: <http://www.dgsweb.state.pa.us/comod/Contracts/CN00019758-1.pdf>

**Questions & Answers:**

1. Will we have to purchase EETT Title IID, PA-PACT or Classrooms for the Future equipment from the state contract with the grant money? No, You are encouraged to take advantage of the state’s high-volume equipment contract that has been in effect for the past three years for the best cost savings as you implement your project.

2. Can we use grant money to purchase equipment that is not on the state contract? Yes, purchases must reflect your budgeted items in your grant application.

3. Can we order additional equipment from the state contract with local district funds? The answer is Yes – this option is available only to those schools that host grades 5-12 in previously funded CFF districts.

PLEASE NOTE: If you are using the state CFF contract and choose a PC solution, you will be required to purchase classroom equipment from that package. If you choose a MAC solution, you will be required to purchase classroom equipment from the MAC package. There will be no interchanges of equipment since pricing is based on a total solution. This is the negotiated arrangement.

**Equipment Installation**

Please plan to install equipment as soon as possible so students and teachers can use it.

**Best Practices Installation Tips** – if installation services are purchased

In order for the installations to go smoothly, we have found several things are essential:

* Equipment will be delivered and a team will be on site to install everything. Please make sure the internal district team is coordinated and everyone is “in the loop”. The custodial staff members, administrators, tech team all need to know when equipment is expected and the installation will occur. The delivery will come to your loading dock and you will need a place to put equipment until it is installed.
* Please keep orders together. Installation will go more smoothly.
* If you are planning to install your own interactive White Boards, make sure that you have checked with your Account Manager for the details. In certain cases, only a certified installer will be able to install the IWBs to maintain the warranty. In other installations your custodial staff needs to have the mounting bracket holes drilled prior to the installation team arrival.
* Make sure you have a “staging area” for equipment delivery and configuration. See “best practices” for Apple or CDWG on the Ed Portal.<http://www.edportal.ed.state.pa.us/portal/server.pt?open=512&objID=1037&&SortOrder=100&level=3&parentid=483&css=L3&mode=2&in_hi_userid=2&cached=true>

<http://www.pde.state.pa.us/portal/server.pt/community/vendor_partnership/8918>

Please scroll to the Vendor Partnership Document links then click the “more” button and choose (11-18) to view these documents

**Summer Suggestions for Equipment**

Apple and CDW-G have created documents regarding care of the CFF Classroom solution equipment over the summer. We expect your teachers will be taking computers home to prepare for next year. If you are not using the student laptops during the summer, please refer to the Apple or CDWG Summer Tips on the Ed Portal on the Vendor Partnership webpage.

<http://www.portal.state.pa.us/portal/server.pt/community/vendor_partnership/8918>

Please scroll to the Vendor Partnership Document links to view these documents.

Recommended Conferences

PETE&CThe annual PETE&C (Pennsylvania Educational Technology Expo and Conference) will be held at the Hershey Lodge and Convention Center February 13-16, 2011. <http://www.peteandc.org>

There will be a pre-conference workshop for CFF Administrators on Sunday, February 13, 2011 from 9-4 PM with an hour for lunch. Please mark your calendars and watch for registration information. Details Page 15.

A preconference workshop will be held for CFF/21stCT&L/EETT Instructional Technology Coaches Saturday, February 12, 2011 from 12-5 PM and for Administrators on Sunday, February 13, 2011.

Penn State University 1:1 Conference April 18-20, 2011

<http://www.outreach.psu.edu/programs/one-to-one/>

This conference is for educational leaders on the creation of learning environments  
in which every student has access to a computer. CFF/21stCT&L/EETT schools using one-to-one computing environments will not want to miss this opportunity to engage in conversations that can result in more effective use of these potentially powerful technologies. There will be a pre-conference workshop for CFF/21st CT&L/EETT Administrators and Coaches, Monday, April 18, 2011.   
  
Superintendents, school board members, school principals, technology coordinators, coaches, teachers working in one-to-one classrooms, curriculum coordinators, school librarians, deans of colleges of education, and professors specializing in educational technology and teacher preparation are invited to attend.

Additional information is available at:

<http://www.outreach.psu.edu/programs/one-to-one/>

The site will include information to apply as a presenter. Please consider sharing your experience as a Classrooms for the Future/21st Century Teaching and Learning/EETT grantee.

ISTE 2011—Philadelphia, PA June 26-29, 2011

Sponsored by the International Society for Technology in Education

This is the premier educational technology conference in the country bringing over 18,000 educators, over 400 exhibitors, 1,100 concurrent sessions, keynote speakers and opportunities to network with educators from around the world. Put this conference on your calendar and bring a team. <http://center.uoregon.edu/ISTE/2011/>

Professional Organizations

International Society for Technology in Education (ISTE)

ISTE is the largest professional association committed to the integration of technology in education. They support research, publications, professional development, vendor partnerships as well as partnerships with international agencies and ministries of education. The organization supports a number of special interest groups and publications specializing in areas of implementation that provides technology-rich learning environments for students. [www.iste.org](http://www.iste.org)

Pennsylvania Association of Educational Communications and Technology (PAECT)

PAECT is the state affiliate of ISTE and is committed to the integration of technology in education in Pennsylvania. Their annual membership meeting is held in conjunction with the PETE and C conference in February. [www.paect.org](http://www.paect.org)

Anywhere Anytime Learning Foundation (AALF)

This association specializes in the effective implementation of 1:1 computing throughout the world. Join the free e-newsletter at [www.AALF.org](http://www.AALF.org)

Additional Resources

**Subject Area Wikis**

The wikis are created by teachers and coaches for teachers and have great resources for using in core subject area classes. They are constantly updated and added to, so check back frequently and add your favorite resources or lessons. All the wikis are linked to each other.

Math: [www.cffmath.wikispaces.com](http://www.cffmath.wikispaces.com)

Science: [www.cffscience.wikispaces.com](http://www.cffscience.wikispaces.com)

English: [www.cffenglish.wikispaces.com](http://www.cffenglish.wikispaces.com)

Social Studies: [www.cffsocialstudies.wikispaces.com](http://www.cffsocialstudies.wikispaces.com)

Classrooms for the Future/21st Century Teaching and Learning Impact

As your teachers have an opportunity to use the equipment in their classrooms, please encourage them to share stories about how the technology is impacting their teaching and/or student participation. The PDE is collecting stories of Classrooms for the Future/21st Century Teaching and Learning impact on student attendance, motivation, engagement and impact on learning in specific classrooms: math, social studies, English and science. Please email us your stories. ([ra-c4f@state.pa.us](mailto:ra-c4f@state.pa.us)). We are looking for personal stories about a teacher or student’s “aha”, how the coach has made a difference, something new a teacher did and what impact it had on students. These are not to be long essays, just stories about CFF’s impact from anyone in your school or community (administrators, board members, parents, students, teachers, coach, librarians). Thank you so much for sending them!

CFF/21st Century Teaching and Learning

Quick Links and Numbers

PDE Web page Classrooms for the Future Program

<http://www.portal.state.pa.us/portal/server.pt/community/classrooms_for_the_future_%28ed_hub%29/8911>

Coaches

CFF Coach Job Description

<http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS_0_267219_221275_0_0_18/year2-CFF%20Coach%20Job%20Description1.doc>

Coach resumes to: [ra-c4f@state.pa.us](mailto:ra-c4f@state.pa.us)

Coach Boot Camp – All cohorts

November 9-11, Hershey Lodge

Equipment

CDW•G: Pricing for equipment

<http://www.cdwg.com/PAClassroomsforthefuture>

Apple: Pricing for equipment

<http://web.mac.com/applecff/iWeb/applecff/Home.html>

Equipment Installation Information

<http://www.portal.state.pa.us/portal/server.pt/community/vendor_partnership/8918>

Evaluation

For General Evaluation or CFF/EETT Dashboard Questions:

Contact: Robin Clausen, Co-Director, CFF/EETT Evaluation Team, [rlc237@psu.edu](mailto:rlc237@psu.edu) or by phone at: 814-863-4386.

For Questions about the CFF/EETT Surveys and CFF/EETT Observations:

Contact: Penn State Survey Research Center, http://www.ssri.psu.edu/survey/ or by phone at 800-648-3617

PATI Survey

For all Questions about the PATI Survey:

PDE at [ra-pati@state.pa.us](mailto:ra-pati@state.pa.us)for general information OR

Metiri at [support@metiri.com](mailto:support@metiri.com)for technical questions

PSU Dashboard

The dashboard can be found at: <http://cff.psu.edu/>

These links will only be available during survey windows. Surveys are currently closed.

Teacher Survey - [https://online.survey.psu.edu/peckteacher/](https://online.survey.psu.edu/peckteacher/#_blank)

Student Survey - [https://online.survey.psu.edu/peckstudent/](https://online.survey.psu.edu/peckstudent/#_blank)

Additional Conferences

Penn State 1:1 Conference

<http://www.outreach.psu.edu/programs/one-to-one/>

The coach pre-conference is April 19th.

International Society for Technology in Education,

Conference 2011- Phiadelphia, PA June 26-29 2011

http://center.uoregon.edu/ISTE/2010/